

City of Chattanooga, TN
Personnel Class Specification

Class code 0317

FLSA: Exempt

CLASSIFICATION TITLE: GOLF COURSE SUPERINTENDENT

PURPOSE OF CLASSIFICATION

The purpose of this classification is to manage, direct, and participate in functions of the municipal golf course.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals.

Oversees activities on golf course grounds to evaluate course conditions and determine playability; examines golf course daily, and coordinates maintenance efforts with Golf Course Manager; confers with USGA agronomist annually to review course condition, and makes recommendations to Golf Course Manager as appropriate.

Maintains positive customer relations, communicating with patrons to ensure quality services are being provided; responds to customer complaints, inquiries, and requests.

Participates in the development of annual departmental budget; presents budget requests to appropriate officials; secures, justifies, and monitors use of funds and capital; manages the purchasing and inventory control of equipment and supplies.

Confers with upper management to keep them informed on key issues and progress toward objectives and to gain their support and approval; makes recommendations to assist management in making needed improvements.

Attends seminars and training programs and reads trade and professional journals and publications to maintain and upgrade professional knowledge, skills, and development, and to improve golf course conditions.

Conducts regular staff meetings to review progress, accomplishments, safety methods, strategies, and plans for the department; instructs staff on proper care and

use of equipment, irrigation techniques, job procedures, and other necessary information.

Performs special assignments, which includes researching and preparing reports and projects, and developing and implementing programs.

Identifies and works to control weeds, diseases, and pests; ensures preservation of the environment.

Participates in golf course maintenance which includes operating and maintaining irrigation system, applying pesticides, building putting greens, shaping and constructing tee boxes, sand bunkers, and cartpaths, mowing grass, preparing surfaces for sod, preserving seasonal grasses, and pruning trees and shrubs.

ADDITIONAL FUNCTIONS

Performs other related duties as required.

MINIMUM QUALIFICATIONS

Bachelor's degree in Public Administration, Recreation, Horticulture, or closely related field; supplemented by three (3) to five (5) years previous experience and/or training that includes golf course operations supervision and management; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain valid Tennessee Pesticide Applicator's License.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to calculate and/or tabulate data. Includes performing subsequent actions in relation to these computational operations.

Human Interaction: Requires the ability to apply principles of persuasion and/or influence over others in a supervisory capacity.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate and control the actions of equipment, machinery, tools and/or materials requiring complex and rapid adjustments.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

Functional Reasoning: Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria.

ADA COMPLIANCE

Physical Ability: Tasks require the regular and, at times, sustained performance of moderately physically demanding work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and that may involve the lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials (20-50 pounds).

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, odor, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, pollen, wetness, humidity, rain, temperature and noise extremes, machinery, vibrations, or toxic agents.

Chattanooga, Tennessee, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.